



# **Faculty Annual Activity Reports: Getting Started**

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Chair, Faculty Evaluation Alignment Committee

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# Logging In

Log in using your [MyWSUID@Wichita.edu](mailto:MyWSUID@Wichita.edu) and Password on the Portal:

(Note: Watermark Faculty Success was formerly known as Digital Measures.)

Faculty/Staff

Welcome, Rachel Cranel!

**Employee Toolbox**

- Technology Help Desk**
  - Help Desk
  - Manage your Password
  - Password Management Resources
  - Manage your OneStop Security Question
  - VPN Download
  - WSU Wireless Network Access
- Email/Voicemail**
  - Microsoft 365 & Outlook
  - Voicemail Web Interface (Must be on campus or use VPN)
- Tools**
  - Academic Performance Solutions (APS)
  - Chronicle of Higher Education
  - Drop Box
  - Edify Analytics
  - Faculty Change Of Grade Request
  - Foundation Resources for Campus Staff
  - JAMF Enrollment (Mac OS and IOS devices only)
  - myTools
  - Navigate Staff
  - Pinnacle (Telecommunications Billing)
  - Service Catalog and Requests
  - Student Concern Resolution Guide
  - Student Early Alert System
  - Watermark Faculty Success
  - WSU Strategic Planning
  - WSU Today

**Employee Self-Service**

**Employee Dashboard**  
The Dashboard is a place to view and update YOUR personal information

Or use the direct links for quick access to key information:

- Paystubs
- Time Sheet (Enter Time)
- Leave Report (Enter Leave)
- Leave Balances
- Direct Deposit Information
- Federal Tax Withholding
- Kansas Tax Withholding - K4 Form eForm (\*New\*)
- Address / Email / Phone / Emergency Contacts
- Campus Contact Information
- Total Compensation Statement
- Faculty/Staff Parking Payroll Deduction (not for students)

GUIDE for Employee Dashboard  
Leave Reports and Web Time Entry Guides  
Timekeeping Information

**State of Kansas Employee Self-Service Resources**

- WSU Pay Schedule
- State of Kansas Employee Self-Service
- Online W2 Retrieval Guide
- WSU W2 FAQs
- Form 1042-S

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**WICHITA STATE UNIVERSITY**

Login to Digital Measures

Your *myWSUID@wichita.edu*:

A123B456@wichita.edu

Password:

Don't Remember Login

Clear prior granting of permission for release of your information to this service.

Login

**..:DigitalMeasures**

Digital Measures focuses exclusively on web-based data management, reporting and digital workflows for higher education. Three out of five of the leading U.S. universities trust Activity Insight, its market-leading faculty management system. With Activity Insight, more than 400,000 faculty members in 15+ countries share stories of personal and institutional success. Founded in 1999, the company is based in Milwaukee, Wisconsin. Find out more at [digitalmeasures.com](http://digitalmeasures.com) or call 866.348.5677.

A Link is also located on the WSU Academic Affairs - Academic Forms and Calendars – Performance Evaluation Forms (FAAR), webpage.



# The Activities Screen - Choose a link to enter an activity:

**Activities - Wichita State University**   [Search Tips](#)

[Review a guide](#) to manage your activities.

▼ **General Credentials/Expertise**

- Personal and Contact Information
- Biography and Expertise
- Degrees
- Graduate/Post-Graduate Training
- Licensures and Certifications
- Awards and Honors
- Media Appearances and Interviews
- Faculty Development Activities Attended

▼ **Career Information**

- Professional Positions
- Administrative Assignments
- Consulting
- Professional Memberships

▼ **Teaching/Mentoring**

- Teaching Innovation and Curriculum Development
- Directed Student Learning (e.g., theses, dissertations)
- Mentoring
- Scheduled Teaching
- Non-Credit Instruction Taught
- Library Instruction Taught
- Yearly Advising Summary
- Librarianship

▼ **Scholarship/Research**

- Publications
- Presentations
- Biographical Sketch - NIH | NSF
- Contracts, Fellowships, Grants and Sponsored Research
- Exhibits and Performances
- Intellectual Property (e.g., copyrights, patents)
- Research Activity

▼ **Service**

- University Service
- Professional Service
- Public Service

▼ **Administrative Data**

- Permanent Data
- Yearly Data
- Workload Information

# Reports

To see what your Faculty Annual Activity Report (FAAR) looks like, select the 'Reports' option in the navigation bar and click on the Faculty Annual Activity Report link.

Activities CV Imports **Reports** Workflow

Reports CREATE A NEW REPORT

Select the report you would like to view or edit, or select to create a new report. 3 Items

NAME ^	CREATED BY	ACTIONS
Faculty Annual Activity Report	Watermark	
T&P Review Faculty Personnel Record	Watermark	
Vita	Watermark	

To view a copy of your FAAR, adjust the Date Range for the applicable calendar year and click the 'RUN REPORT' button.

< Run Faculty Annual Activity Report

[Download this report's template](#)

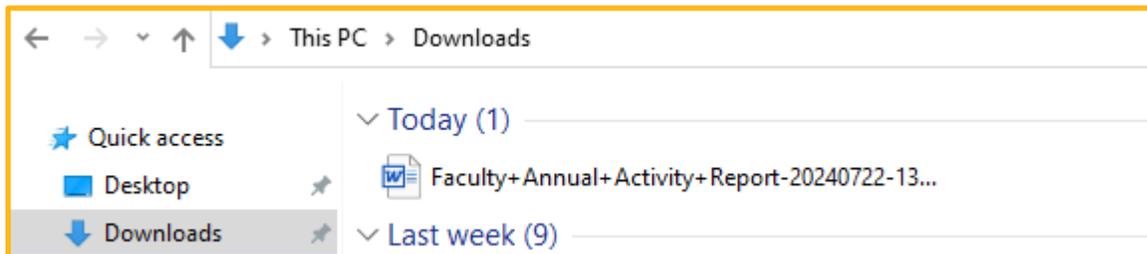
1 Date Range

Start Date 1/1/2020

End Date 12/31/2020

RUN REPORT

Find the report in your 'Downloads' folder. See *fictitious example*



Faculty Annual Activity Report  
For Calendar Year: 2020

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GENERAL INFORMATION

Workload Information

Teaching: 80%  
Research: 10%  
Service: 10%

Administrative Assignments

Department Chairperson, Department, approximately 300 hours spent per year. (August 1919 - May 2020).

Awards and Honors

Prized Pontificator, Procurers of Persuasion. (2020).

Consulting

Non-Governmental Organization (NGO), Community Pipe Cleaners of Wichita, Wichita, KS, United States. (April 1, 2020).

Faculty Development Activities

Webinar, "So Tired Sometimes," Caffeine Drinkers of the North, Wichita, KS, United States. (April 1, 2020 - Present).

Conference Attendance, "Annual Conference of Associations," International Society of Associations, Budapest, Hungary. (April 1, 2020 - April 7, 2020).

Media Appearances and Interviews

"Many uses of pipe cleaners in your neighborhood," KAKE Here and There. (April 1, 2020).

TEACHING/MENTORING/LIBRARIANSHIP

# Resources

- [Faculty Success Login](#)
- [Faculty Success on WSU Watermark Tools webpages](#)
- [Faculty Success Overview https://support.watermarkinsights.com/hc/en-us/articles/5193405933595-Faculty-Success-Overview](https://support.watermarkinsights.com/hc/en-us/articles/5193405933595-Faculty-Success-Overview)
- [BibTeX Imports](#)
- [Publication Import Overview \(Importing directly from Crossref, Scopus, and PubMed\)](#)
- [CV Imports \(video\) https://watermarkinsights.hubs.vidyard.com/watch/Abr5Q57a8kUYv5VJeWTNEo](https://watermarkinsights.hubs.vidyard.com/watch/Abr5Q57a8kUYv5VJeWTNEo)
- [Creating Custom Reports in Faculty Success](#)
- [Frequently Asked Questions \[FAQs\] https://support.watermarkinsights.com/hc/en-us/articles/5197574823195-Frequently-Asked-Questions-FAQs](https://support.watermarkinsights.com/hc/en-us/articles/5197574823195-Frequently-Asked-Questions-FAQs)
- [Watermark Faculty Success Help Center https://support.watermarkinsights.com/hc/en-us/categories/4409237050523-Faculty-Success](https://support.watermarkinsights.com/hc/en-us/categories/4409237050523-Faculty-Success)
- WSU Faculty Success System Administrator, Rachel Crane [Rachel.Crane@wichita.edu](mailto:Rachel.Crane@wichita.edu) 316-978-5078